

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON 25, D. C.

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ADDRESS ONLY  
SERVICE COMMISSION"  
IN YOUR REPLY REFER TO  
FILE  
AND DATE OF THIS LETTER

February 6, 1948

Rear Admiral R. H. Hillenkoetter  
Director of Central Intelligence  
Central Intelligence Agency  
Washington 25, D. C.

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CSE/NO OBJECTION TO DECLASS

Dear Admiral Hillenkoetter:

This has reference to your letter of November 7, 1947, in reply to my communication of October 31, 1947, relative to the Federal Employees Loyalty Program under Executive Order 9835.

I appreciate that your Agency must maintain the very highest of loyalty and security standards among its employees and to this end must investigate applicants for employment with you much more fully than the minimum requirements of the provisions of Executive Order 9835. As you know, the Executive order excepted no agency in the Executive branch from its provisions. In addition, the Commission has specific responsibilities under the letter of the Director of the Bureau of the Budget which was transmitted to the Congress in connection with supplemental estimates of appropriations for the fiscal year 1947 required to carry out the purposes of Executive Order 9835. This transmittal message, in which the President indicated his concurrence, stated that the names of persons entering the Federal service will be checked by the Civil Service Commission against the sources of information specified in Part I, Section 3 of the Executive order.

The purpose of my writing you at this time is to let you know that the Commission is desirous of working out some arrangement whereby investigations of your personnel will satisfy your security requirements and at the same time enable the Commission to meet its responsibilities under the loyalty program. With regard to new appointees to your Agency, that is persons who enter or have entered on duty on or after October 1, 1947, I suggest that the Central Intelligence Agency and the Commission might enter into a special agreement under which your Agency would conduct the record checks and investigations at the sources specified in Part I, Section 3 of the Executive order as well as whatever additional investigation you require, and after adjudication forward your investigative file to the Commission on appointees; the Commission would then supplement as necessary without duplicating your investigation in order to meet the requirements of the

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☐ It contains information of CIA  
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☐ It contains nothing of CIA interest

Date 7 May 80 Reviewer 018995

Order or if a question of loyalty is involved would forward the file to the Federal Bureau of Investigation for full field investigation. After completion of the necessary action, your investigative file would be returned to you for retention.

Incumbent employees, or persons who had entered on duty prior to October 1, 1947, are required to have their names searched through the files of the Federal Bureau of Investigation. Possibly you might be able to certify that your incumbent employees had been cleared through the Federal Bureau of Investigation records, both name and fingerprint files. If so, this work need not be duplicated. If not, it will be necessary for you to do so in accordance with the procedures outlined in Chapter 12 of the Federal Personnel Manual, including a certification to that effect.

Part III, Section 2 of Executive Order 9835 requires the Civil Service Commission to establish and maintain a master index file on investigations made since September 1, 1939 of personnel in the Executive branch of the Government. This section directs the agencies to furnish the information needed by the Commission for establishment and maintenance of this file. Chapter 12 of the Federal Personnel Manual contains further information in this connection also. To date, the Commission's files do not disclose receipt of any of the required records from your agency. May I please ask that proper attention be given to this matter.

If further discussion of the contents of this letter is desired, I suggest that your representatives confer with representatives of the Commission's Investigations Division.

Sincerely yours,

Harry B. Mitchell  
President